

RÉSUMÉ PEER EVALUATION RUBRIC

Applicant: _____

INFORMATION	Yes	No	Not Applicable
Is the applicant's contact information (e.g., name, phone number, address, e-mail) easily located?			
Are the applicant's educational achievements listed in reverse chronological order? (i.e., current educational experience first)			
Are each of the following provided for all educational institutions attended?			
• Name of university/college			
• Location of university/college			
• Dates of attendance			
• Degree obtained/Studies completed			
Are the applicant's work experiences listed in reverse chronological order?			
Are the dates of work and a short description of work performed including for each business/organization?			
Are the verbs used to describe work duties in the correct tense (past for past employment; present for current jobs?)			
Has the applicant included references? (At least one should be included.)			
FORMAT	Yes	No	Not Applicable
Is the font type consistent throughout the résumé?			
Is the résumé neat and clean?			
Is the résumé easy to read (e.g., in sections, eyes drawn to important points by bold)?			
Is the résumé free from grammatical, typographical/spelling errors?			
RECOMMENDED, BUT NOT REQUIRED	Yes	No	Not Applicable
Is the résumé limited to one page?			
Does the applicant include an objective?			
Does the applicant have volunteer experiences listed?			
• If so, are the name, location, responsibilities, and date of volunteering included?			
• If so, are these volunteer experiences appropriate to list on the résumé (in your opinion)? Why/why not?			
Does the applicant list his/her hobbies and/or interests?			
• If so, are these hobbies/interests appropriate to list on the résumé (in your opinion)? Why/why not?			
Does the applicant list any awards, special certifications, etc.?			
• If so, are these awards/special certifications appropriate to list on the résumé (in your opinion)? Why/why not?			
Does the applicant list any professional development experiences?	Yes	No	Not Applicable
• If so, are these experiences appropriate to list on the resume (in your opinion)? Why/why not?			